STATE OF CALIFORNIA

PUBLIC EMPLOYMENT RELATIONS BOARD

DUTY STATEMENT

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions

RPA:	EFFECTIVE DATE:

1. AGENCY Public Employment Relations Board	POSITION NUMBER (Agency - Unit - Class - Serial) 315-004-9525-xxx
2. UNIT NAME AND CITY LOCATED State Mediation and Conciliation Services	3. CLASS TITLE Conciliator
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIFIC LOCATION ASSIGNED TO
6. PROPOSED INCUMBENT	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE BOARD'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Director of State Mediation and Conciliation Service Division, performs mediation work related to labor-management contract and workplace disputes, supervises representation and other elections, provides training and facilitation, and performs other duties at client locations throughout the State, as assigned.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
45%	To ensure proper policies and procedures are being followed, the following work will be performed in accordance with the principles and guidelines of the State Mediation and Conciliation Service Division, and all relevant local rules, and state and federal statutes. **ESSENTIAL FUNCTIONS** Contract Dispute Mediation • In order to ensure that work is performed in conformance with the accepted standards and protocols of mediation and conciliation work, the incumbent will: • Prioritize workload and scheduling to accommodate contract disputes related to the negotiation of new and successor collective bargaining agreements, according to urgency and the appropriate statutory requirements. • Confer with representatives of the parties to the disputes to set schedules and location, identify unusual issues, describe the process to be used, and provide information, as needed. • Travel to party locations utilizing auto, air, and transit. • Make use of a broad range of mediation techniques, skills, and experience, to effect compromise toward settlement of the disputes, including developing viable proposals for consideration. • Perform appropriate follow-up actions, including referrals.

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9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	ESSENTIAL FUNCTIONS, CONT.
30%	Grievance and Other Labor-Management Dispute Mediation • Understand the applicability of collective bargaining language, local rules(i.e., Employee Employer Relations Resolutions, personnel policies, local statutes or administrative regulations) to the issues of the grievance or complaint. • Using experience, knowledge of similar situations, and mediation techniques, identify and clarify issues, identify possible alternatives for exploration, and engage the parties in developing solutions and/or accepting positions. • Introduce viable proposals for settlement if the parties are unable or unwilling to develop their own.
10%	Mediate and Maintain Agreements and Provide Related Services In order to ensure that all parties involved in requests for elections, and for other work that may be chargeable, the incumbent will: • Clarify that the work being requested is understood and agreed-upon by all parties, conducting pre-mediation conferences, as needed. • Develop Memoranda of Agreement (MOAs), and any other documents specific to the type of services being sought, clarifying terms and conditions of the assignment, and obtain signatures. • Maintain appropriate records, schedule events and meetings according to the agreements and any applicable local rules, collective bargaining language, and/or state and federal statutes. • Perform the work in accordance with the agreements and the policies and procedures of the State Mediation and Conciliation Services Division, including supervising elections, providing training and facilitation, or performing interventions for the resolution of conflict in the workplace. • Maintain accurate records of activities for any prescribed timeframes, and report charges to be billed monthly, or ad hoc, as appropriate.
5%	Provide Training and Facilitation and Perform Outreach • Train labor and management organizations, jointly or separately, in Interest-Based Bargaining, managing and resolving conflict in the workplace, and the effective use of joint labor-management committees, or other techniques that promote harmonious labor-management relations. • As requested or offered, promote harmonious labor-management relations' techniques as a speaker or panel member. • Maintain an awareness of developing labor-management strife and/or disputes, and proffer services, as appropriate.

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9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
5%	**ESSENTIAL FUNCTIONS, CONT.** Create and Maintain Records and Reports • Create accurate electronic case files, associated electronic and paper records, and other documents, as needed. • Maintain electronic and paper records timely, and in accordance with policies, procedures, and/or relevant statutory requirements for destruction or retention. • Produce accurate periodic and ad hoc reports, as needed.
5%	**NON ESSENTIAL FUNCTIONS** Perform other tasks and assignments related to the mission of the State Mediation and Conciliation Service Division as requested or required.
	KNOWLEDGE AND ABILITIES Knowledge of: Techniques and methods of conciliation and mediation; tactics and methods used by labor and management in labor disputes in both the private and public sectors; Federal and State laws relating to negotiation and interpretation of collective bargaining agreements; history of collective bargaining, labor organization, labor legislation, present day organization, policies, and activities of the major labor unions and employer associations; prevailing practices and precedents in regard to matters subject to collective bargaining agreements, including master agreement negotiations and industry-wide bargaining; Federal and State laws relating to wages, hours, and working conditions; laws, techniques, and methods of arbitration; job analysis techniques and various job evaluation and merit rating plans; California trade, industrial, and agricultural conditions and trends and California statutes relating to employment in school systems and the various political subdivisions throughout the State. Ability to: Work effectively under stressful and unfavorable conditions; apply the techniques and methods of conciliation and mediation; analyze and evaluate situations, facts, and conflicting evidence, and reach and present sound conclusions; prepare clear and logical reports.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE